

Purpose

This Procurement Policy establishes principles that ensure fair, ethical, and efficient procurement processes at PERSOL | Programmed. It is designed to align procurement activities with our strategic objectives, while ensuring value-for-money outcomes.

Scope

The Policy applies to the procurement of goods, services, ICT, works, and professional services. It excludes employee recruitment processes and corporate credit card purchases.

Approach to Procurement

Employees involved in procurement must:

- Comply with all relevant laws, policies, and procedures.
- Promote fair competition and protect confidential information.
- Act in the best interests of PERSOL | Programmed.

Key Procurement Principles

- Value for Money: Seek fit-for-purpose, cost-effective solutions.
- Transparency, Ethics, and Fairness: Uphold integrity and honesty in all dealings.
- Social and Sustainability Initiatives: Incorporate initiatives to benefit communities, including under-represented groups.
- Alignment with Values: Ensure all activities reflect PERSOL | Programmed's core values.

Ethical and Probity Considerations

To maintain transparency and fairness:

- Conflict of Interest: Disclose and address any potential conflicts.
- Anti-Bribery and Corruption: Implement strict measures to uphold integrity.
- Confidentiality: Safeguard sensitive information.
- Fairness: Ensure that no vendor has undue advantage in any procurement process and that there is no discrimination, perceived or real.

Contracting

A formal contract must be in place before work begins to manage risks and ensure compliance.

Compliance and Reporting

All procurement activities must adhere to laws, regulations, and policies. Regular reporting on expenditure, vendor performance, and compliance ensures accountability and transparency.

Continuous Improvement

PERSOL | Programmed undertakes a review of our procurement processes on a 3-year cycle, and in response to significant legislative change. The intention is to identify areas for improvement, adopt industry best practices, and provide training to enhance procurement capabilities. Lessons learned should be documented to build institutional knowledge.